



## Quick Reference Card

Use the arrow keys or mouse to highlight an icon, menu title, or menu command; then press RETURN, or click the mouse, to open your selection.

### **AppleLink®—Personal Edition Keyboard Shortcuts**

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Hold down the Command key — the key that has the ⌘ symbol on it — and then press the additional key for these keyboard shortcuts:

⌘ M	Takes you to the Main Menu icon screen.
⌘ A	Takes you to the Apple Community icon screen.
⌘ G	Takes you to the General Services icon screen.
⌘ K	Takes you to another area via a keyword. (A list of keywords is available in all areas under the Apple (⌘) menu in any area.)
⌘ C	Takes you to People Connection in General Services.
⌘ F	Allows you to send a FlashNote.
⌘ I	Allows you to identify an AppleLink member.
⌘ L	Locates an AppleLink member (if on line).
⌘ ?	Provides help or information.
⌘ . (Period)	Cancels a data transmission (incoming text, menu items, sign-on sequence, file transfers, etc.).
⌘ =	Auto menu and chat area spacing selections (Set Options).
⌘ Q	Signs off AppleLink or quits to ProDOS® (Quit).
⌘ ESC	Closes all windows and open menus, and returns you to menu bar.

## **Editing Keyboard Shortcuts**

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The following keyboard shortcuts are editing tools. They are operational whenever you compose or edit text using AppleLink.

⬆	Page Up (Brings previous page or screen into view).
⬇	Page Down (Brings next page or screen into view).
⬅	Moves the insertion point one word to the left.
➡	Moves the insertion point one word to the right.
Control L	Moves the insertion point to the beginning of the line.
Control R	Moves the insertion point to the end of the line.
Control X	Clears all text in the field.
Control Y	Clears text from the insertion point until the end of the field.

## **AppleLink Symbols And Shorthand**

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Some symbols used on AppleLink message boards and chat areas developed by members to express moods and emotions that can't be seen on line:

: )	= a smile
: (	= a frown
; )	= a wink
: P	= a "raspberry" sound

Some of the "shorthand":

brb	= be right back
afk	= away from keys
lol	= laughing out loud
[ ]	= a hug

## **And Remember . . .**

Pressing the Esc key by itself will close the window or menu that you are currently using. Pressing ⌘ Esc closes all windows or menus currently open.

The TAB key is used to move from one field to another, such as in the Post Office, or to move from one group of buttons on a screen to another group on that same screen.